



***Career Opportunity  
Division Manager  
Clerk's Office  
Eugene, Oregon  
Vacancy Number ORD-21-09  
Closing Date: September 28, 2021***

**THE POSITION**

The Clerk's Office of the United States District Court for the District of Oregon is now accepting applications for the position of Division Manager located in Eugene, Oregon. The incumbent is responsible for the administrative and technical supervision of all Clerk's Office staff in the Eugene and Medford divisional offices. As a member of the management team, the incumbent is supervised by the Chief Deputy Clerk. Travel to divisional offices within the District is required.

**Representative Duties:** Responsibilities of this position may include but are not limited to the following:

- Manages and oversees the operations of the Eugene and Medford divisional offices.
- Demonstrates and creates an environment of teamwork, excellent customer service, and support for the Court. Serves as liaison between the Clerk's Office and judges, other court units and agencies, bar associations, and members of the public.
- Assigns, directs, and reviews staff work, ensuring the Court's needs are being met, standardized procedures are followed, and reporting requirements are maintained and timely.
- Ensures compliance with, including but not limited to, the *Guide to Judiciary Policy*, the Internal Controls Manual (ICM), the Procedures Manual, the Courtroom Deputy Manual, the Jury Management Plan, the Court Reporting Services Management Plan, and the CVB Manual.
- Serves as needed, as the Procurement Specialist, Relief Courtroom Deputy, Jury Clerk, Coordinator of Facilities and Security, Property Disposal Officer, and Finance Clerk.
- Provides guidance and clarification to staff on Local and Federal Rules, and recommends changes and additions to Local Rules as appropriate.
- Responsible for quality control of docket entries in the Case Management/Electronic Case Files (CM/ECF) System.
- Monitors and evaluates case flow techniques, Speedy Trial Act implications, and overall management of judicial cases for efficiency, effectiveness, and quality assurance.
- Reviews and evaluates procedures, plans, and manuals for consistency, accuracy, and applicability. Contributes to updates, corrections, and additions to keep work products current, accurate, and relevant.
- Evaluates the work performance of Eugene and Medford Clerk's Office staff. Prepares and maintains written documentation for periodic reviews and performance evaluations. Evaluates and recommends training needs and provides the necessary resources for training.
- Coordinates with the General Services Administration on building and janitorial issues.
- Coordinates with the U.S. Marshals Service on local security matters and represents the Clerk's Office at facility security meetings at the Morse and Redden courthouses.
- Coordinates the scheduling of contract court interpreters and assists with contract court reporters. Reviews and approves payment vouchers.

- Approves the deposits, corrects receipts, and conducts audits in accordance with the Internal Control Manual.
- Monitors time and attendance of subordinates to comply with leave policies.
- Monitors staff duties and responsibilities and adjusts as necessary to maintain workload equity.
- Tracks statistical reporting and assists with recurring reports.
- Administers the Naturalization Program for the Division.
- Other duties as assigned.

## **SALARY RANGE**

This position is classified at CL 28 (\$61,988 - \$100,739) to CL 29 (\$73,693 to \$119,818) depending upon the qualifications and experience of the successful candidate. A CL 28 has possible promotion opportunity to CL 29 without further competition.

## **QUALIFICATIONS**

**Minimum Qualifications:** To be eligible for appointment a candidate must have at least 1 year of specialized experience. Specialized experience is progressively responsible administrative, technical, professional, supervisory, or managerial experience that has provided an opportunity to gain (a) skill in developing the interpersonal work relationships needed to lead a team of employees, (b) the ability to exercise mature judgment, and (c) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the judiciary unit involved.

**Desired Qualifications:** The following qualifications are highly preferred:

- A bachelor's degree from an accredited four-year college or university in business or public administration, political science, criminal justice, law, or other field closely related to this position.
- Three to five years of supervisory experience in a court setting or an advanced degree.
- Six years of federal court experience, ideally with case administration, jury, and intake, and at least 2 years courtroom deputy experience.
- Knowledge of legal terminology and processes.
- Experience with CM/ECF.

### **Candidates must also demonstrate:**

- A consistent past employment record;
- Experience in dealing with routine and complex assignments;
- Excellent writing and proofreading skills;
- A demonstrated ability to think through, analyze, and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior oral and written communication skills;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

## **HOW TO APPLY**

To apply, submit the following:

1. A letter of interest;
2. [Application For Judicial Branch Federal Employment](#);
3. Chronological resume; and

4. A list of 3 professional references.

Send electronically to [hr2@ord.uscourts.gov](mailto:hr2@ord.uscourts.gov) in pdf form or mail to the address below. Electronic submissions should be combined into one pdf document. These items should arrive at the Court no later than 4:30 p.m. on Tuesday, September 28, 2021. Application forms are available on the Court's website at [www.ord.uscourts.gov](http://www.ord.uscourts.gov) in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets and those submitted after the deadline date will not be considered.** Verification of employment and education and reference checks will be made prior to any offer of employment.

**Division Manager**  
Office of the Clerk  
Human Resources Division  
United States District Court, District of Oregon  
1000 SW Third Avenue, Suite 740  
Portland, Oregon 97204

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division of the Clerk's Office at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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**[EMPLOYEE BENEFITS](#)**

**[CONDITIONS OF EMPLOYMENT](#)**

*The United States District Court for the District of Oregon is an Equal Opportunity Employer*